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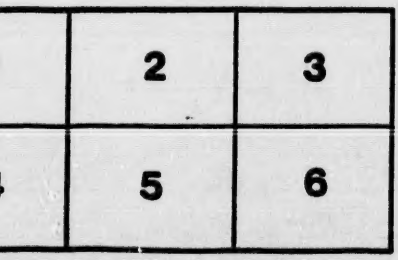

RULES AND REGULATIONS,

FOR THE

MANAGEMENT

OF THE

University Lying-In Hospital,

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RULES AND REGULATIONS,

FOR THE MANAGEMENT OF THE

UNIVERSITY LYING-IN HOSPITAL,

MONTREAL.

THIS Institution shall be named the University Lying-in Hospital, and the prime object sought in its establishment is to afford to Medical Students, and others desirous of acquiring an acquaintance with the duties and practice of Obstetrics, the practical information which they need.

The affairs of the Institution shall be conducted under the two heads of Domestic and Professional Management, the former being under the control of a Committee of Ladies, the latter under the control of the Medical Board of the Institution.

I.—DOMESTIC MANAGEMENT.

1. The domestic or economic arrangement of the Institution, shall be in the hands of a Board of Management, of which, all Ladies contributing annually towards its support, shall be members.

2. The Board of Management shall elect annually from among themselves, a first, second, and third Directress, Treasurer and Secretary, who shall hold their respective offices for the term of one year.

3. The Board of Management shall meet monthly, or oftener if necessary.

4. Five members of the Board of Management shall constitute a *Quorum* for the transaction of ordinary business, and the Chair shall be taken by a Directress according to seniority, if present, or in her absence, by such other Manager as may be designated by those present.

5. The Board of Management shall appoint, either by ballot or otherwise, from their own number, a certain number of Ladies to act as a Visiting Committe, who shall visit the Institution weekly, or oftener, if necessary, preside immediately over its interests, inquire into the conduct of the Institution, ascertain its wants, order such purchases as may be required, for the amount of which their draft or order for payment on the Treasurer will be sufficient, and do all such other business as the state and comfort of the Patients, and necessities of the house may require.

6. The Visiting Committee shall make a monthly report in writing, of the management of the Institution, to the monthly Meeting of the Board of Management: the following shall be the order of proceeding: 1st. The Reception of the Report of the Visiting Committee. 2nd. The Report of the attending Physician. 3rd. The Treasurer's Report. 4th. The transaction of such other business as the interests of the Institution may require.

7. The Visiting Committee shall appoint certain days to admit and discharge Patients and servants, they may, (in urgent cases,) admit as Patients, poor women

unsuccessful in their endeavours to obtain presentations from Subscribers, Clergymen, or others.

8. The Visiting Committee may make temporary orders for the service of the Institution, but all their proceedings must be reported to the Monthly Meeting.

9. The Patients with their Infants shall attend the Visitors, in order to their being discharged, when inquiry shall be made by the Visitors, how they have been used in the Hospital? whether they have any complaints to make against any of the officers, nurses or servants, or concerning the quantity or quality of the provisions? and whether any money or other things have been demanded or taken from them? and if any complaint be made, it shall be enquired into by the Visitors, before the Patient or Patients making the same be discharged, and such orders made thereon as may be thought proper. If there be no complaint, a letter of thanks shall be given to each Patient, which she is directed to carry immediately after her discharge, to the Subscriber or other who recommended her, to return thanks for the benefit she had received. A paper shall also be given to each Patient for her to hand to the Clerk or Minister of the Church or Chapel she attends, to offer up to Almighty God, thanks for her safe delivery:—after which, the Matron shall be called in, and asked whether she has any complaints against any of the Patients, nurses or servants; and if any complaints be made, the Visiting Committee shall make the necessary orders thereon. Inquiry shall also be made of the Matron as to the quality if the provisions, and whether anything is wanting for the service of the house or Patients; and the

Visitors shall make such orders as may be requisite thereon.

10. The letters of recommendation of Patients, shall be laid before the Visitors, by the Matron, the women producing the accepted recommendatory letter, shall be called in, and cautioned by the Visitors as to their behaviour during the time they may be in the Hospital, and to submit to the Rules and Regulations thereof; they shall also be informed that no persons can be permitted to go into the wards as Visitors, except as provided for; that no eatables. or drinkables, can be permitted to be brought in, either by themselves or their friends, as everything necessary and proper is provided by the Institution, and more might prove injurious; that they cannot be permitted to come down into the hall to see their friends, unless their state of health may be such, as to induce the Matron to give her consent for that purpose: that those who are well and able, may be required to make themselves useful, by doing such little matters as the Matron may think fit to direct; that they must come into the Hospital, clean in their persons and apparel, and bring with them proper clothing for dressing their children, when they leave it.

11. The annual Meeting of the Board of Management, shall be held each year on the first Friday in October, for the election of officers, at which a general Report of the state of the Institution shall be read, comprising the number of admissions, the result of the cases, the annual expenditure, the prospects of the Institution, and such other matters as may be deemed of interest to the public.

12. The Board of Physicians of the Institution, may be ex-officio Members of the Board of Management.

MATRON.

1. The Matron shall constantly reside in the Hospital, and direct the economy of it.

2. She shall keep a book, in which she shall make entries of all sums expended by her for the use of the Hospital, and which shall be cast up monthly, and produced to the Visiting Committee at the Monthly Meeting, or whenever required.

3. She shall receive into the Hospital such Patients, as respectively produce orders from the Monthly Visitors, for that purpose signed by a Subsciber or other, according to the rules for the admission of patients.

4. She shall take charge of the household goods, linen, furniture, and other things committed to her charge, and keep a correct inventory thereof, ready to be produced whenever required.

5. She shall take care that none of the provisions are carried out of the Hospital or wasted, and that no spirituous liquors, or articles of food, are brought into the Hospital, unless tea and sugar, if *specially* authorized by the Committee.

6. She shall take charge of the clothes and money of any Patients who may die in the Hospital, and give immediate notice of their deaths to their relations or friends, or if strangers, to the Church they belonged to, in order to their being buried by such relations or friends, or Church.

7. She shall take care that all the rules, orders and

regulations, for the government of the Hospital be strictly attended to.

8. The Matron shall report to the Monthly Visitors the articles required for the Hospital, also the quantity and quality of such as have been supplied, and examine and lay before them the several Tradesmen's Bills.

9. She shall take her turn with the Midwife in attending Church, and see that the other servants attend Church also in turn.

10. She shall read a prayer, morning and evening, in one of the wards.

11. She shall take, care that in winter, the Patients are in bed at 8 o'clock, and in summer at 9; that all the lamps are out except one, unless in case of illness.

12. In case of non-observance of the rules of the Hospital, misbehaviour, or neglect on the part of Student, Midwife, Patient, Nurse or Servant, or of any occurrence prejudicial to the interests of the Institution, she shall report the same to the Monthly Visitors.

13. She shall not receive any person to learn Midwifery or Nurse tending without the permission of the Committee of Management.

14. She shall use the same provision as the other inmates of the Hospital, except tea which shall be of a superior quality.

15. She must take care that if a Patient on entering the Hospital is not clean in her person and apparel, the Patient shall be thoroughly cleansed, and her garments changed, and free from any contagious distemper.

16. In case of severe illness of a Patient, a Priest or Minister shall be sent for.

17. The Matron must keep a register of the Students practising in the Hospital, calling in each in succession as his name is entered to attend Patients.

WOMEN LEARNING MIDWIFERY OR NURSE TENDING.

Women who enter the Hospital for the purpose of learning Midwifery, must make themselves useful in attending on the Patients and Infants, and must not absent themselves without the leave of the Matron.

2. They must attend regularly the Lectures on Midwifery, and pay a fee of fifteen shillings, unless the Committee of Management see fit to remit the fee.

3. Those who enter to learn Nurse tending must consider themselves for the time being as in the capacity of engaged Nurses, and so to submit themselves to the orders of the Matron, and make themselves useful: they must not absent themselves without leave of the Matron, and can have no Visitors.

4. Only one person can be received at one time, who must produce satisfactory testimonials, and may be liable to be dismissed by the Directress or Visitors for incapacity, inattention, or uselessness.

NURSES AND SERVANTS.

1. The Nurses shall be diligent in observing the directions of the Medical Officers, Midwife, and Matron, with regard to the treatment and care of the Patients in the Hospital.

2. They shall behave with tenderness to the Patients and with all due respect and civility to Visitors.

3. They shall not permit any of the Patients to go

out of their wards without leave from the Matron, and in case of any patient behaving improperly, or contrary to the Rules of the Hospital they shall inform the Matron thereof.

4. They shall take care that the Patients go to bed at 8 o'clock in the winter, and 9 o'clock in the summer.

5. The Nurses shall from time to time during the night, regularly visit the several wards, and give what assistance the Patients may require.

6. The Nurses shall not bring any spirituous liquors into the wards, or permit any to be brought in.

7. The Nurses or Servants shall not go out of the Hospital, nor be visited by their friends, without the Matron's leave: and no Visitor shall go into the wards, or be treated with the Hospital provisions, neither shall any linen be washed in the Hospital, but that belonging to the Matron, Midwife, Servants, or Patients.

8. They shall be under the inspection and direction of the Matron, and shall strictly obey all her orders and directions.

9. The Nurses shall sweep and clean the wards every morning before 8 o'clock in summer and 9 in winter.

PATIENTS.

There shall be two classes of Patients:

1st. Destitute Females requiring professional attendance, from whom no fee shall be exacted.

2nd. Those of better circumstances, who wish to avail themselves of the advantages held out to them by the Institution on payment of a small fee.

3rd. Every annual subscriber shall have the privilege of recommending a pauper Patient, supposed to be within two weeks of her confinement, subject however in this latter case to the investigation and approval of one of the Board of Physicians, or the Midwife.

4. Patients shall be attended by advanced Students of the Midwifery class of the University of McGill College, or by women desirous of acquiring a practical knowledge of Obstetrics, under the control and superintendence of the Midwife, but Pay Patients desiring the professional services of the Midwife exclusively, must pay an extra fee of ten shillings.

5. The fee obtained from Pay Patients shall be handed over to the Treasurer, to be applied to the uses of the Institution, and shall be in all instances paid in advance by the parties.

6. No applicant can be admitted as Pay Patient previous to confinement, for a longer period than two weeks, and must be recommended by a Priest, Clergyman, Minister, Subscriber or Physician connected with the Institution. She must pay ten shillings a week for Board.

7. If a case of distress or destitution be presented, it being ascertained without doubt that the applicant is married, or recently a widow, the Matron can use her discretion in giving admittance, and for a longer period say six weeks, but on no account shall she admit the person on the strength of her individual assertion; unmarried women cannot be admitted a second time.

8. In consequence of the want of proper asylums for the casual poor and lonely female, the Committee reserve

to themselves the right, which shall be exercised by the Visitors with the utmost caution, of departing from the foregoing rules in the following cases, viz: where a Priest, Clergyman, or Minister, or Parent or Guardian, request a refuge for some young female, but the Matron shall guide herself solely by the foregoing rules.

9. Admittance will not be refused to any Patient in labour notwithstanding any thing contained in these Rules.

10. Every Patient on entering must be clean, in person and apparel, or submit to a thorough purification.

11. Every Patient must bring with her (on coming into the Hospital), proper clothing for dressing her child when she leaves the same, and a change for herself.

12. No Patient shall be kept in the Hospital longer than three weeks after her delivery, unless by order of the Monthly Visitors, and no Patient shall be allowed to go out of the Hospital without her child.

13. No Patient once admitted, shall leave the Hospital without the permission of the Matron. Any Patient obtaining leave, and presuming to stay out all night, shall be discharged, the Monthly Visitors informing the subscriber or other who recommended her, the reasons thereof.

14. Every Patient on admission must give her name and residence, and state whether she is married or single, and what church she belongs to.

15. Patients who are able shall be directed by the Matron to assist the Nurses or do any other business as occasion may require, and also at proper times shall knit and sew.

16. Every Patient shall suckle her child while in the Hospital, unless otherwise directed by the Physician.

17. No Protestant will be permitted to take or send her child from the Institution, to the Foundling Hospital of the Grey Nuns, unless under very peculiar circumstances, with the permission of the Visitors.

18. The Patients shall breakfast at eight o'clock in summer and nine in winter, and shall dine at one and sup at seven. Their diet shall be according to the direction of the Medical Officers, in their respective cases. They shall go to bed at nine in summer and eight in winter.

19. No liquors or provisions of any kind shall be brought to Patients by their friends

20. Patients who may feel aggrieved by any person in the Hospital must complain to the Visitors. Patients finding fault with the rules of the Hospital, to be reported by the Matron to the Physician, Directors, or Visitors. Patients transgressing the rules are liable to be expelled by the Directresses or Visitors.

21. Patients are not without permission to leave their respective wards.

VISITORS.

1. Ladies who are subscribers may at any time visit the Wards, and such visits will be esteemed a favour by the Committee.

2. Subscribers and Physicians connected with the Institution may also bring their friends or others desirous of inspecting the Hospital.

VISITORS TO PATIENTS.

1. By permission of the Matron or confidential person in charge of the Hospital, the husband or near relative of a Patient can be admitted into the ward.

2. After delivery, the admission of Visitors must be regulated by the state of the Patient, and the direction of the Physican or Midwife.

3. No Visitor can remain longer than half an hour.

WET NURSES.

A fee of ten shillings shall be required of families, non subscribers to the University Lying-in Hospital, who obtain Wet Nurses from the Institution.

Unmarried women, who send their children to the Grey Nuns, or otherwise part with them, to pay a fee of one pound each, on obtaining situations as Wet Nurses. The families they enter into to be responsible that it be paid within the first quarter after their being engaged.

THE SECRETARY.

The Secretary shall attend all Meetings and Committees, &c., and take Minutes of the Proceedings, and enter the same in proper Books.

2. The Secretary shall see that the annual Subscriptions are collected in the proper time, which should be between 1st October and the last day in February in each year, and keep a list of the Subscribers.

3. The Secretary shall send out all circulars, cards, &c., answer all letters according to direction of the Committee, draft annual reports, prepare petitions, &c.

4. The Secretary shall notify every annual Subscriber when the subscription is due.

THE TREASURER.

The Treasurer shall receive all subscriptions, donations, fees, and all monies for the use of the Hospital, and shall not pay any money without the approval or sanction of the Directress and Lady Managers, except the rent and taxes of the building occupied by the Hospital, and the salaries of the Matron and Midwife, which may be paid in due course, unless directed to the contrary.

2. The Treasurer shall render a statement of accounts up to the last day of every month, to be presented to the Monthly Meeting held on the first day thereafter.

3. The Treasurer shall deposit the monies belonging tothe Institution, in some chartered Bank, to be approved of by the Lady Managers, whenever the same shall exceed £12 10s.

4. The Treasurer shall keep the accounts of the Hospital in a methodical manner, file all bills, receipts, and other papers, at the Hospital, in order that the same may be inspected by the Committee.

5. The Treasurer shall lay before the Annual Meeting the names of Subscribers, the list of arrears, the amount given by Subscribers opposite their names, the amount of the preceding year's receipts, expenses, &c.

PROFESSIONAL MANAGEMENT.

1. The Professional Management of the Hospital, shall be under the control of the Faculty of Medicine of the University of McGill College, the Lecturer on Midwifery of which shall be the Attending Physician;

other Members of the same Faculty forming a Board of Consulting Physicians.

THE MIDWIFE.

1. The Midwife shall, if possible, be thoroughly educated, whose duties shall, as far as practicable in a professional point of view, be similar to those of the resident Physician of analogous Institutions in Great Britain and the United States.

2. She must act under the directions of the Medical Officers, and in cases of doubt or emergency, shall have recourse to the attending Physician, or in his absence, to one of the consulting Physicians.

3. The Midwife shall not attend any labour out of the Hospital for her own emolument, or on any purpose whatsoever.

4. She must give the Matron timely notice when a Patient's labour is commencing, in order that the Student in waiting may be sent for.

5. The Midwife, who must constantly reside in the house, shall be present at every birth, and never trust the Patient to the Medical knowledge of any Student.

6. She must assist in nursing and attending upon the patients after delivery, shall attend to their diet, and for whatever is required for the Patient, shall apply to the Matron.

7. If a Physician, Priest or Minister be required, she is to give the earliest notice to the Matron, or in the Matron's absence shall send herself.

8. She shall take her turn with the Matron in attending Church, and shall board at the Matron's table.

MEDICAL REGISTRAR.

The Medical Registrar must be either a Physician, or an advanced Medical Student. He shall keep the Ward Book with regularity, wherein shall be stated each case, and its peculiarities. He shall also keep the General Registry with punctuality and exactness, shewing the name of each Patient, dates of admission and discharge, whether married or un-married, Religious persuasion, &c, and shall be ex-officio, a Member of the Committee.

STUDENTS.

1. None can be admitted without being examined by the Physician, and producing a certificate from him of proper qualification.

2. A fee of £1 5s. must be paid by each Student, on attending their first Patient in each term.

3. No Student must ever attempt to deliver a Patient, unless the resident Midwife is present.

4. Students cannot be allowed to smoke, or to use spirituous liquors in the Hospital.

GENERAL RULES.

1. No Nurse, Servant or other person belonging to the Hospital shall presume to take of any patient, servant, stranger, or others, any fee, reward or gratuity of any kind, for any service done, or to be done, on account of the Hospital, on pain of being immediately discharged.

2. A notice, in large letters, shall be placed in a conspicuous part of each ward, to caution the Patients

against offering, and the Nurses and Servants against receiving, any gratuity whatever from the Patients or their friends.

3. No Matron, Midwife, Nurse, or other person belonging to the Hospital shall be allowed to maintain her or their children, or other dependants, within or at the charge of the Hospital.

4. Every Nurse and other Servant shall be acquainted at the time of her being hired, that she is to do any business which the necessity of the Hospital requires, though not in the particular station for which she was hired.

5. If any Nurse, Servant, or other person in the Hospital, shall convey out of it any provisions, or other things belonging to the Hospital, she shall be immediately discharged, and shall not be re-admitted on any account whatever.

6. All Rules, Orders, and Regulations of the Hospital shall be strictly obeyed, and no alteration shall be made therein, nor any new law, &c., be made except by the Committee at their Monthly Meeting; and one month's notice shall be given of any proposed alteration, or new law or regulation.

May, 1854.

UNIVERSITY LYING-IN HOSPITAL.

DIET TABLE.

	Full.	Half.	Low.
Breakfast.	1 pint Tea and 4 oz bread, or 1 pt. Porridge & ½ pint Milk.	1 pint Tea and 4 oz. Bread, or 1 pt. Porridge & ½ pint Milk.	As may be ordered.
Dinner.	½ lb. Meat, 1 lb. Potatoes, 4 oz. Bread, 1 pint Soup.	1 pint Soup, 4 oz. Bread.	
Supper.	1 pint Tea and 4 oz. Bread, or 1 pt. Porridge & ½ pint Milk.	1 pint Tea, 2 oz. Bread.	

N. B. 1½ oz. of butter allowed to each patient per day; also 3 oz. tea, and 6 oz. sugar, per week.

On the days on which Roman Catholics require fish, it is to be provided for them, also for Protestants who desire it, but not both fish and meat.

A jug of gruel, and also one of toast water, to be always kept in the wards where women are confined.

The Nurses and Servants shall take their meals in the kitchen.

Any Student detained by a lingering case, or up at night, may be provided with refreshment in the Hospital.

MORNING PRAYER.

O Father of Mercies and God of all comfort, we pray Thee look down in pity and compassion upon us thine unworthy servants, who now present ourselves before the Throne of Grace, beseeching thee mercifully to hear us for Jesus Christ's sake. Give us a right understanding of ourselves and of thy threats and promises, that we may neither cast away our confidence in thee, nor place it any where but in thee. Give us strength against all temptations and heal our distempers. Shut not up thy tender mercies in displeasure; but though we have sinned, have compassion upon us, and make us to hear of joy and gladness. Deliver us, O Lord, from the danger of the enemy; lift up the light of thy countenance upon us, and give us peace; for the sake of Jesus Christ, our most blessed Lord and Saviour.

Almighty and Everlasting God, who hast turned the darkness into light, and hast renewed the face of the earth; who hast unlocked our eyes from sleep, and our eyelids from slumber; by whose mercy thy servants have laid us down and slept, and have arisen again, because Thou, O Lord, hast made us to dwell in safety; blessed be Thy Holy Name for this and for all thy mercies—and now that Thou hast mercifully brought us to the light of the day, grant that we may walk as children of the light, soberly, purely, and honestly. Let thy favour accompany us throughout this day; defend our bodies from all evil accidents, and our souls from the snares and deceitfulness of sin. Suffer not our days to be consumed in vanity, nor our years in trouble; but grant that each succeeding day may so tell and instruct

another, that we may advance in peace and holiness towards Thy Heavenly Kingdom. Set a watch, O Lord, before the door of our lips, that no evil words or corrupt communications may proceed out of our mouths. Remove far from us all presumptuous imaginations, and inspire us with such thoughts as are good and well pleasing in thy sight—and, while we pray for ourselves, we beseech thee to give us grace that we may be mindful of the wants of others. Let thy grace and heavenly benediction be shed upon all those who are connected with us by kindred or friendship, and let thy forgiveness be extended to all who have done or wished us harm. Hearken, O Lord, to the voice of our supplications. Pour upon us the riches of thy grace: and so sanctify us and bless us, that we may serve thee henceforth in body and soul, and live in thy holy love and fear unto our lives end. Grant this, O Heavenly Father, for the sake of Jesus Christ, Thy Son, to whom, with Thee and the Holy Ghost, be all honour and glory, world without end. *Amen.*

Our Father, which art in Heaven, Hallowed be thy name, Thy Kingdom come, Thy will be done in Earth as it is in Heaven, Give us this day our daily bread. And forgive us our trespasses, As we forgive them that trespass against us, And lead us not into temptation. But deliver us from evil: For thine is the Kingdom, The power, and the glory, For ever and ever. *Amen.*

EVENING PRAYER.

Almighty God, our Redeemer and our Judge, we bow down before Thee in deep humility, acknowledging our unworthiness, and Thy manifold and great mercies. —Look graciously upon thy servants, O Lord, and visit us with Thy salvation. Give us penitent hearts for all the sins we have committed against Thee, together with a lively faith in thy Son Jesus Christ, who came into the world to save sinners. Send us help in the time of need, and grant us thy grace so to put away the leaven of malice and wickedness, that we may serve Thee in pureness of living and truth to the honor and glory of Thy Name, through Jesus Christ our Lord.

O, Immortal God, on whom the eyes of all do wait; remember every creature of Thine for good, and visit the world with Thy mercy. Let Thy goodness, O God, be extended to all sorts and conditions of men, let Thy grace be poured upon the people whom thou hast redeemed, that the multitude of them that believe, may be of one heart and one soul. Have mercy upon, and be gracious to, all our benefactors, relations and friends. O Thou that art the helper of the helpless, and refuge for the destitute, look upon all that are in trouble, and call upon thee for succor and protection. Establish and strengthen Thou them that stand, restore the weak, and raise up them that fall, and grant unto all Thy servants such a due sense of Thy perpetual loving kindness, that we may not cease to render unto Thee our hearty praises and thanksgivings, through Jesus Christ our Lord.

O, Thou that art the keeper of Israel, that neither slumberest nor sleepest, preserve us this night from all manner of evil. Lighten our eyes, that we sleep not in death. Defend us from the terrors of the night and from the pestilence that walketh in darkness. Visit us, O Lord, with the favour which Thou bearest unto Thy chosen, and grant that this needful season of rest may be an entire cessation as well from sin as from care and sorrow, and after such refreshment as Thou shalt see fit, raise thou us up again to make our prayers unto Thee, in a time when thou mayest be found, that so we may begin and end all our days in Thy most blessed service, which is perfect freedom, through our Lord and Saviour Jesus Christ. *Amen.*

Our Father, which art in Heaven, Hallowed be Thy name, Thy Kingdom come, Thy will be done in Earth as it is in Heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive them that trespass against us, And lead us not into temptation, But deliver us from evil : For thine is the Kingdom, The power, and the glory, for ever and ever. *Amen.*